

CALL FOR INVESTMENT

SPEAK UP SPEAK OUT

APPLICATION PACKET



Illinois Council on Developmental Disabilities
100 W. Randolph, Suite 10-600
Chicago, Illinois 60601
((312) 814-2080 (V)
(888) 261-2717 (TTY)

www.illinois.gov/icdd/

SECTIONS:

1. General Information

A Call for Investment (CFI) is the way the Council asks for proposals for projects that will help the Council achieve the goals outlined in its five –year state plan.

The Council has given you an outcome for the project and you will need to submit a proposal using a web based system called DD Suite.

Staff Contact:

If you have any questions regarding the CFI packet or using DD Suite, please contact Sandy Ryan at (312) 814-2080 or Sandy.Ryan@illinois.gov

Informational Conference Call:

An informational conference call will be held on **Wednesday, March 30, 2016 from 10:00 to 11:00 PM (CST).**

We will go through the process of how to send in a proposal using DD Suite. You can also ask questions about the CFI during the call.

There are some things you will need to do before the informational conference call:

First – sign up for the conference call.

Contact Val Elzy at
Voice: 312-814-2080
TTY: 888-261-2717
FAX: 312-814-7141
e-mail: Val.Elzy@illinois.gov

Second – Get an account on DD Suite. Go to the Council's website at www.illinois.gov/icdd/. At the bottom of the page on the right hand side there are instructions on how to get an account. If you have trouble or have questions, please call Sandy Ryan (312) 814-2080 or Sandy.Ryan@illinois.gov

If you need information in alternate format, require and accommodation, contact Val Elzy at least one week in advance.

Please RSVP for the informational conference call by March 25, 2016.
Call in information will be e-mailed on March 29, 2016.

2. Council's Vision and Performance Objective

The Council's vision is that "every person in Illinois has the same rights, opportunities and the ability to exercise choices so they can achieve self-worth and personal fulfillment in all aspects of life".

The purpose of this Call for Investment (CFI) is to provide an investment for an entity/partnership to coordinate and support the continuation of the Speak Up Speak Out (SUSO) yearly opportunity for self-advocates to come together from throughout the state and participate in training and activities designed to help each achieve the highest level of independence and self-direction in their life as possible. Over the past 10 years, SUSO has proven to be a popular event and, in 2015, over 500 self-advocates from across the state learned to view their life with a vision of broad choice, to speak up about what is important personally, and to unify their voices together to speak out to achieve change to the developmental disability service system.

The Council believes that SUSO is one approach to creating a strong advocacy voice throughout Illinois. Over the last 10 years, attendees of SUSO have gained knowledge, developed networks and have learned to speak up about issues of importance. The Council is looking forward to SUSO developing to the next level.

The Council believes that learning, networking and taking action with what is learned are important steps in the process of taking SUSO to the next level. Energy and enthusiasm are created when self-advocates come together to speak up—keeping that energy and enthusiasm going throughout the year is critical to building a strong self-advocacy voice in Illinois.

The performance target for this Speak Up Speak Out Call for Investment is: By September 30, 2021 self-advocates will experience shared opportunity for learning skills to promote their ability to lead lives of independence and inclusion, and to advocate for themselves and others on issues of importance to self-advocates.

3. General Requirements for Proposals

The Council requests that you follow our policies. These may be viewed at <http://www.illinois.gov/icdd/Pages/Council.aspx> or you may request a hard copy by contacting our receptionist at 312-814-2080.

All Council projects must promote integration/inclusion of people with intellectual and developmental disabilities.

The Council follows the federal definition of intellectual and developmental disabilities. If you are not familiar with it, please refer to the Additional Information attachment. Customers included in your performance target must meet this definition.

The Council also encourages outreach to unserved and underserved populations. These include individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, and individuals from underserved geographic (rural and urban) and poverty areas.

Proposers must sign and attach the signature page with your application - Attachment 3

4. Givens

Givens define what you can and cannot do. These are principles that the review team feels are non-negotiable. A successful proposal must demonstrate incorporation of all Givens. If all Givens are not clearly reflected in your proposal, it will be disqualified.

Describe how and why your project will demonstrate a commitment to each Givens rather than include them verbatim.

1. Proposers will describe their vision of an annual activity/gathering of self-advocates and follow up strategies to achieve the outcome of the performance target for this CFI. Describe the challenges you see and how will you address those challenges. Tell us about any intermediaries or partners you will utilize
2. Proposers will describe their experience and capacity to coordinate the planning and to oversee and implement the annual activity/gathering to ensure that all self-advocates are engaged in all components of the activity/gathering.
3. Provide detail on each component needed for a successful event of this magnitude. Describe the role of self-advocates in each component of the overall activity/gathering.
4. Participants who attend SUSO come with a wide range of skills and knowledge. Proposers will describe how this activity/gathering will provide opportunities/learning for all. Key expectations of the activity/gathering are that self advocates learn something new; learn new skills; learn to speak up for themselves and others; and are energized to take action (advocacy for self or others) when they leave.
5. Self-advocates from throughout the state and with a wide range of support needs attend this event. Proposers must describe supports that will be provided for participants – before, during and after the event.
6. Ensuring full accessibility for the activity/gathering must be a major component of all proposals. At a minimum proposers need to describe how they will address the following: a convenient location for attendees, fully accessible public transportation is available; marketing and event/project materials that address needs of all self advocates; a venue of size and layout to accommodate this group; accommodations for participants; communication before, during and after the event.

7. The expectation for any planned activity/gathering is to include as many people with intellectual and developmental disabilities as possible. Proposers will describe anticipated cost to participants and if utilized, a system for provision of stipends.

8. Proposers will describe strategies to promote continued networking, use of skills/knowledge, and reinforcement of what they learned throughout the year among SUSO participants.

9. Proposers will describe a training component of SUSO that is designed specifically for support staff of SUSO participants to build their skillset as professionals supporting yet not directing people with intellectual and developmental disabilities in expanding their advocacy and life choices. Expected outcomes and overall training content will be described.

5. Assumptions

The following assumptions may serve as a guide for applicants and are offered to aid in the development of a quality proposal. The Council is open to new or different approaches. Unlike the Givens, the Assumptions are somewhat negotiable. All Assumptions must be addressed in your proposal with a statement of agreement and an explanation of how your project will address it or an explanation of why you hold a different opinion and how your project will still reach the desired outcome.

1. Communication is critical in all aspects of the project. All materials, presentations, signage, etc. must be designed to be useful to nonreaders and those with low or no vision. Accommodations must be available for people who are deaf and hard of hearing.

2. People with I/DD are likely to have special dietary needs and or assistance in eating. They also may need a registered nurse on site to meet medication requirements.

3. People with I/DD enjoy exercising their independence, yet may have needs requiring intermittent personal assistance or support. Paid staff or family members may not meet all these needs, requiring "floating" personal assistants at a conference.

6. Portfolio

The Illinois Council on Developmental Disabilities would like to invest in one proposal for this initiative. Proposers may choose to use partners in their proposal.

The award amount is for a maximum of \$800,000 for this five year initiative. Any type of organization may apply (see givens for need to show capacity) with an Illinois

organization preferred.

The Council wants to maximize the number of self-advocates able to participate in SUSO activity.

The Council funds may not be used for entertainment expenses.

The Council may choose not to fund or may negotiate and adjust the funding amount of this CFI at the time of the award.

7. Budget

Complete the Budget on DD Suite. The Council wants to see budgets which are cost effective and reasonable to meet the proposed project activities and reach the project's stated performance target.

A 15% non-Federal match is required for this project. This matching requirement means that 15% of the **total project budget** (Council funds + Match Funds) must come from non-Federal funds (e.g. state, local, agency, and/or private funds).

Match funds are defined as any allowable expenses that do not come from other federal dollars. Match funds may include in-kind supports, volunteer time or other non-federal sources of funds. Any in-kind or volunteer time used as match must have a value attributed to it that is directly related to the Council project. Match funds used for Council projects cannot be used as federal match for any other project you may be involved in.

Ensure that you calculate your match as a percentage of the total project budget, not the total amount requested from the Council. Please double-check your budget before submitting it, as we often see mistakes during the review process.

Council funds may not be used for entertainment expenses.

Council funds may not be used for capital expenditures or acquisition (construction, remodeling, or purchase of buildings).

Council funds used for this project must not replace or supplant, in any way, non-federal funds for already existing services. In other words, Council funds cannot be used to pay for a program or a portion of a program that is currently being funded through other non-federal dollars. You cannot use Council funds to cover something already funded to allow redirecting the original money to another use.

8. Submission

Proposals must be submitted through DD Suite on or before 4:00 p.m. on: May 13, 2016. Instructions for using DD Suite can be found on the Council's website at www.illinois.gov/icdd/

PROPOSALS THAT ARE FAXED, MAILED, HANDWRITTEN, AND/OR LATE
WILL NOT BE ACCEPTED

9. Review and Selection

After submission of your proposal, the Council will conduct a due diligence selection process. Decisions are made by the review team at each step of the process. No applicant is guaranteed a telephone and/or personal interview. If you have questions about this process, you may contact the assigned staff member.

The selection process is as follows:

1. Paper review. The purpose of the paper review is to gain a general understanding of what is being proposed, and to disqualify proposals that do not either address all elements or meet the requirements of this funding opportunity.
2. Telephone interview. If the review team wishes to obtain more detail about your proposed project and hear more about why you think the project you designed is a good way to reach our target, they will conduct a telephone interview. If the review team does not fully understand a proposal, they will conduct a telephone interview. If the review team understands what you propose to do, you may not be asked for a telephone interview.

After the paper review and, if necessary, a telephone interview, the review team will make decisions on which proposals move forward to a personal interview. Decisions are made using the outcome-based framework in looking at elements of the proposal. That is, will the investment of Council funds in a proposer's project assist us in achieving the performance target and intent of this funding opportunity to benefit people with developmental disabilities and their families. The review team will also look for:

- A clear and measurable performance target(s);
- Milestones which give an implementation strategy and timeframes to reach your PT;
- Applicant and staff capability and expertise to achieve the PTs; and
- A budget which supports achieving the PT in a reasonable and cost effective

manner.

3. Personal interview. During the personal interview, selected applicants will be given the

Opportunity to meet personally with the review team to elaborate, substantiate and generally build upon the proposal submitted. The project director and other key people should be present for the interview. The review team will then discuss and reach consensus based upon the factors outlined above.

Verification/References. After the personal interview, the review team may contact previous customers or other persons familiar with the applicant's work.

After a review of proposals received for this project, the Illinois Council on Developmental Disabilities may choose not to fund or may reduce the amount of this Call for Investment at the time of an award.

10.Important Dates:

Informational Session: March 30, 2016

Applications Due (via DD Suite): May 13, 2016 by 4:00 p.m.

Telephone Interviews (if needed): June 14, 2016

Personal Interviews (if needed): June 23, 2016

Awards Announced: July 13, 2016

NOTE: Applicants must be available for the dates of the telephone interviews and the personal interviews should they be required. These dates cannot be changed, so please block the entire day on your calendar. The key people responsible for implementing the project should be available for both the telephone and the personal interview.